

Preparing for School : a Checklist for Parents/Guardians

Sept - Dec

- Contact your Resource Consultant (RC) to discuss your child's transition to school
- Attend the CISS "Transition to School" information session
- If your child has physical / mobility needs, contact the liaison teacher from the Ottawa Children's Treatment Centre or the Children's Hospital of Eastern Ontario
- Collect your child's most up to date assessments and reports to be added to student record
- If necessary, contact the Special Education Department of your school Board to discuss the options and services available for your child
- If you will require school age care for your child, start the process with the Ottawa Child Care Registry and Waitlist at <http://ottawa.ca/daycare-services>

Jan – Feb

- Attend school board information sessions offered through CISS or other organizations
- Register your child at your home school – bring all necessary current documents and assessments i.e. Team Service Plan, assessment reports.
- Make an appointment to meet with the Principal/Learning Support Teacher/Resource Teacher (you may want to invite your Resource Consultant to this meeting)
- Complete release of information forms so your child's team can communicate (school, OCTC/CHEO, RC)

Feb - Mar

- If your child has a diagnosis under the Autism Spectrum Disorders or a Developmental Disability and will be attending Ottawa-Carleton District School Board (OCDSB), ensure you have received a date for the intake profile.
- If you are attending the Ottawa Catholic School Board (OCSB), ensure that the Special Education Consultant has made a visit to your child's child care program to complete an observation
- If you wish to have a special placement and/or require Educational Assistant support, inform the Principal before the end of March to ensure budget allocations or application deadlines are met

Mar - June

- The Identification, Review and Placement Committee (IPRC) will meet and review all applications. Families will be notified if their application is accepted
- Meetings/case conferences may be arranged to share information about your child in order to discuss his/her strengths and needs and to consider any additional supports that may be required before your child begins school
- Ensure all therapy services are transferred to Community Care Access Centre (CCAC) and assessments are updated

Sep – Oct

- Once your child begins school, an Individual Education Plan (IEP) may be developed for your child
- An Identification, Placement and Review Committee meeting may be scheduled to identify your child as an exceptional student and to determine needs and placement

Anytime

- At any time throughout your child's academic career, parents and guardians may request a case conference, an IPCR meeting or revisions to your child's IEP